

**CHAPTER 11 - DFM SERVICES and FEES****1.0 General Information [K.S.A. 75-1269]**

- 1.1 The planning section provides three levels of service to state agencies: full services, limited services and negotiated services for unrestricted and restricted capital improvement projects.
- 1.2 The design section provides architectural and/or engineering services for restricted capital improvement projects.

**2.0 Planning Services for Unrestricted Projects****2.1 Full Services include:**

- 2.1.1 Coordination of SBAC firm nominations for interviews.
- 2.1.2 Coordination of interviews with firms, selection and fee negotiations.
- 2.1.3 Retrieval of existing documents when applicable.
- 2.1.4 Attendance at kickoff meetings with project team.
- 2.1.5 Site visits.
- 2.1.6 Selection and coordination of ancillary services contracts.
- 2.1.7 Design and document reviews and meetings as outlined in Chapters 12, 13.
- 2.1.8 Code & ADAAG reviews, including acceptance of code footprint as outlined in Chapter 7.
- 2.1.9 Coordination of bidding phase as outlined in Chapter 14.
- 2.1.10 Attendance at pre-bid conferences and bid openings.
- 2.1.11 Construction contract services, including issuance of the notice to proceed.
- 2.1.12 Attendance at pre-construction conferences.
- 2.1.13 Construction services as outlined in Chapter 16, including assistance in problem-solving.
- 2.1.14 Code inspections during construction.
- 2.1.15 Change order processing.
- 2.1.16 Testing of all life safety systems.
- 2.1.17 Final inspections.
- 2.1.18 Issuance of the Certificate of Occupancy.
- 2.1.19 Review of as-built drawings.
- 2.1.20 Completion paperwork, including contractor's final payment application.
- 2.1.21 Nine-Eleven month warranty walk-through.

**2.2 Limited Services include:**

- 2.2.1 Coordination of SBAC firm nominations for interviews.
- 2.2.2 Coordination of interviews with firms, selection and fee negotiations.
- 2.2.3 Selection and coordination of ancillary services contracts.
- 2.2.4 Code & ADAAG reviews, including acceptance of code footprint as outlined in Chapter 7.
- 2.2.5 Coordination of bidding phase as outlined in Chapter 14.
- 2.2.6 Construction contract services, including issuance of the notice to proceed.
- 2.2.7 Code inspections during construction.
- 2.2.8 Change order processing.
- 2.2.9 Testing of all life safety systems.
- 2.2.10 Final inspections.
- 2.2.11 Issuance of the Certificate of Occupancy.
- 2.2.12 Review of as-built drawings.
- 2.2.13 Completion paperwork, including contractor's final payment application.

- 2.3 Negotiated Services include any services mutually agreed to by the agency and DFM for either unrestricted or restricted capital improvement projects. Architectural or engineering consulting services can also be negotiated for agencies who request services such as programming, facility evaluations, code/ADAAG evaluations, etc.
- 2.4 Fees for planning services are calculated by multiplying the contract amount of the construction costs by the multiplier from each of the four categories listed below (minimum fee is \$500).
  - 2.4.1 Level of service:
    - a. Full = 1.0 %
    - b. Limited = 0.5 %
    - c. Endowment & gift funds = 0.0
    - d. Negotiated = not applicable
  - 2.4.2 Construction cost:
    - a. Under \$750,000 = 1.75
    - b. \$750,000 to \$2,999,999 = 1.5
    - c. \$3,000,000 to \$11,999,999 = 1.0
    - d. \$12,000,000 and over = 0.75
  - 2.4.3 Type of project (examples include):
    - a. New buildings, roofing and parking lots = 0.8
    - b. A combination of an addition/renovation (unless either < 10%) = 1.0
    - c. Renovation = 1.2
  - 2.4.4 Project complexity (examples include):
    - a. Classrooms, offices, dormitories = 0.8
    - b. Hospitals = 1.0
    - c. Laboratories = 1.2
  - 2.4.5 Additional DFM fees will be billed on construction change orders by multiplying the project's fee percentage calculated above and the amount of the change order. (Minimum fee is \$25.00).
- 2.6 Payment of Planning Fees
  - 2.6.1 Projects < \$3,000,000 will be billed the total amount of service fee after the project bids.
  - 2.6.2 Projects > \$3,000,000.
    - a. The first half of a service fee will be billed after the project bids.
    - b. The second half of a service fee will be billed mid-way through scheduled construction.
  - 2.6.3 Change order fees will be billed the month following execution of the change order.
- 3.0 DFM Design and Planning Services for Restricted Projects
  - 3.1 All requests for services must be made in writing and should include a scope of work, including project budget and schedule.
  - 3.2 Design services are negotiated based on services, project size, type, complexity and location.
  - 3.3 Planning services are calculated as described in paragraph 2.4.

- 3.4 Design and planning service fees will be billed after the project bids.
- 3.5 Change order fees will be billed the month following execution of the change order.

**END OF CHAPTER 11**